

Tuition Reimbursement

Did you know... Public Works has a Tuition Reimbursement Program?



The Public Works Department is committed to providing training opportunities to all PW employees. Training enhances morale, personal and job-related skills, promotional opportunities and facilitates an efficient work environment.

How does the Public Works Tuition Reimbursement program work?

- ☆ The program provides reimbursement for pre-approved courses up to \$2,000 per calendar year per employee.
- ☆ All permanent Public Works Department employees who have passed probation are eligible for the program.
- ☆ This is a reimbursement program, so employees must first pay all course costs at the time required by the provider.
- ☆ Priority: Funding is intended for local educational courses which either make Public Works employees more qualified for promotional jobs in the Department or enable them to perform in their current job better.
- ☆ Reimbursement covers tuition or course costs only; books or academic fees are not included.
- ☆ Employee requests are reviewed by the Division Directors (serving as the PW Tuition and Education Committee).

Pre-approval process:

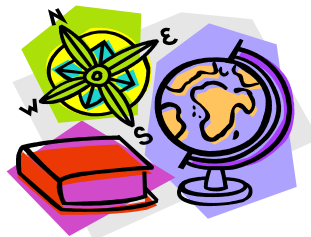
Make the request prior to beginning a class.

Pre-approval is required to ensure the course meets the eligibility requirements for reimbursement.

- ☆ Write a memo to the PW Director of Administration summarizing the purpose of the request and indicating the amount of money requested for reimbursement.
- ☆ Complete the Public Works Tuition Reimbursement form (enclosed/on reverse side). This form provides information about the course and your career goals which are needed in order to review the request.
- ☆ Send the memo and the Tuition Reimbursement form to Public Works Administration, Room 203 City Hall.

The Director of Administration will respond in writing with the outcome of the request and the process for receiving reimbursement.

For a complete overview of the program policy and procedures, please see [Public Works City Talk](#) or call PW Administration at 612-673-2352.



The Public Works Department is committed to developing and maintaining a highly productive, diverse and professional workforce, and to create a work environment that promotes professional development and respect.

City of Minneapolis Public Works Department

Tuition Reimbursement Application Form

Personal Data

Employee's Name: _____ Employee ID # _____

Job Title: _____ Division: _____

Work Address: _____ Work phone: _____

Starting date of employment with Public Works: _____

How long have you worked in your current job? _____

Reimbursement Request

Name of School: _____

Course Name and Number: _____

Tuition Fee: _____ Credits: _____

Course Schedule (days of week, start date, completion date etc): _____

⇒ **Attach a copy of the course description from the school catalogue**

Additional Information – use additional sheets if needed

- 1) Why are you interested in taking this course?
- 2) How does this course relate to your current job and your career/professional development plans?
- 3) How do you believe you and the department will benefit from your participation the course?
- 4) Are you applying for or receiving any other financial aid for this course (City funds, scholarships, Union programs etc.)? If yes, please provide details.

NOTE: An employee who voluntarily leaves City employment shall refund to the Public Works Department all TEC reimbursements received during the preceding 12 month period.

Employee Signature _____ Date _____

Supervisor Approval? Y ☐ N ☐ Signature _____ Date _____

Return to Public Works Administration, Room 203 City Hall

Tuition and Education Committee Approval ____Y/N Date _____ City Engineer
Signature _____ Funding String _____